

Guidelines

Purpose

The purpose of the Traffic Safety Network (TSN) is to strengthen relationships, share best practices, and promote education and involvement in problem identification and traffic safety solutions among agencies, (public and private), concerned with the safety of citizens living in and visiting Michigan.

Sponsorship

AAA Michigan (AAA) and the Office of Highway Safety Planning (OHSP) shall jointly sponsor the network.

AAA and OHSP will sponsor a limited number of meals, and assist with the identification of topics and speakers for scheduled TSN meetings.

Network Affiliation

All networks are part of the Michigan AAA/OHSP TSNs and will be offered representation at an annual meeting organized and sponsored by AAA and OHSP.

Affiliation will provide for an exchange of traffic safety information and ideas as well as provide a forum for possible coordination of TSN initiatives.

Membership

Membership in a TSN is open to all public or private groups and citizens with an interest in serving the public's traffic safety needs within the represented area.

Executive Board

The executive board shall consist of a chairperson, vice-chairperson, AAA, and OHSP representatives, and other members-at-large sufficient to provide representation from each member county. It is recommended the chair and vice-chair positions should rotate on an annual or semi-annual basis.

The primary function of the executive board is to set the agenda and provide leadership for network projects. The executive board may meet separately or in concert with scheduled TSN meetings in performance of their duties.

The executive board can form work groups as necessary to accomplish assigned tasks. Work groups shall meet as deemed necessary by the work group chair to complete the project.

AAA/OHSP TSN Meetings

It is suggested that, at the minimum, networks meet every other month during the months of September to May. One special legislative meeting may be scheduled each year. After consultation with AAA/OHSP representatives, additional meetings may be scheduled as needed.

Resources for Projects

AAA and OHSP will assist in providing materials, videos, and speakers for programs as needed by the networks.

Executive Board

Establishing an Executive Board

The executive board shall be led by a chairperson and vice-chairperson. Each term shall be for a minimum one-year period (January to December). It is recommended the vice-chairperson automatically moves to the chairperson position the year after serving as vice-chair. Therefore, each year a new vice-chairperson shall be appointed during the last meeting of the year. This process should rotate in order for all local members of the Board to serve as the chairperson and vice-chairperson, excluding AAA and OHSP representatives. It is recommended that no one person serve more than two consecutive terms as chair or vice-chair.

In addition to the chairperson and vice-chairperson, the executive board shall consist of representatives from AAA, OHSP, and other interested members in order to have sufficient representation from each county in the TSN region.

Responsibilities of the Executive Board

The primary responsibility of the executive board is to set the agenda, with input from the TSN membership, and provide leadership for TSN projects.

The executive board may meet on the same day as the general membership meeting, either before or after the meeting, or at another mutually decided upon date and time.

The executive board should meet before the last meeting of the year to set the meeting dates for the following year. These meeting dates shall be shared with the membership at the last meeting of the year and forwarded to the AAA TSN coordinator.

Additional executive board meetings may be scheduled when necessary.

The executive board may also establish ad-hoc work groups as deemed necessary to complete a specific TSN project.

Serving as a Chair or Vice-Chair

The chair is responsible for assembling the executive board and leading the meetings, assisted by the vice-chair and other members of the executive board.

Benefits of serving as a chair or vice-chair include:

- Ability to set the time, date, and location of meetings
- Ability to direct agenda topics
- Paid registration fee and overnight accommodations for the Michigan Traffic Safety Summit
- Opportunity to develop leadership skills and abilities
- Increased knowledge of local issues and activities
- Ability to network and improve knowledge of traffic safety and the local community

Board Membership

Any member of the community with an interest in traffic safety at the local level is encouraged to attend the TSN meetings. These individuals should represent agencies or interests with ties to the community and bring with them information about their organization and how it relates to the traffic safety issues in the community.

An ideal roster would include individuals from the following agencies/groups:

- AAA Public Affairs Representative
- AAA branch manager
- OHSP representative
- OHSP local grant project directors
- Michigan State Police (MSP):
 - District Commander/assistant
 - Post Commander
 - Traffic Services Section representative
 - Crash Reconstruction sergeant
 - Commercial Vehicle Enforcement officer
 - Community Service Trooper
- County Sheriff's Office:
 - Sheriff or representative
 - Traffic division representative
- Local Police:
 - Chief or representative
 - Traffic division representative
- Michigan Department of Transportation representative
- County Road Commission representative
- Municipal Road Commission, City Engineer
- Department of Natural Resources Law Enforcement Division representative
- Colleges and universities:
 - Research staff
 - Health educator
 - Public safety officer
- Local fire department representative
- Substance abuse coordinating agency
- Local EMS representative
- School administrators:
 - Superintendent
 - Principals
- Pupil transportation supervisor
- Safe Kids members/car seat technicians
- County Health Department:
 - Health education representative
 - Services to children
 - Services to the aging
 - Services to those with special needs, adults, and children
- Regional/local Municipal Planning Organization (MPO) representative if an MPO is active in the area
- Judicial system:
 - Judges
 - Magistrates
 - Prosecutors

- Probation officers
- Hospital staff:
 - Emergency/trauma staff
 - Trauma coordinator for Level I, II, and III facilities
 - Injury prevention coordinator
- AARP Drive Alive instructors
- Driver education instructors
- Secretary of State (SOS) branch managers
- Senior citizen centers
- Municipal Transit Organizations
- Special interest groups:
 - Motorcycle groups
 - Bicycling groups
 - Walking clubs

Meeting Agendas

It is suggested the executive board and interested TSN Board members meet to determine, at a minimum, the dates for all meetings in the coming year. Once the meeting schedule is set, please send it to the AAA TSN coordinator so it can be disseminated to all members.

The executive Board is responsible for choosing and securing the location for each meeting as well as the agenda topics and invited guest speakers.

Once the meeting details are determined, the agenda is to be disseminated to all TSN members. It will include the following information:

- Meeting date/time
- Meeting location
- Agenda topic(s) – provide as much information as possible about the presentation
- Speaker's name, agency represented, and title
- Other information you wish to share with the TSN Network regarding the meeting

Agenda information shall be provided no less than one month in advance of the meeting date.

Guest Speakers

All TSN meetings should feature a guest speaker. For a list of ideas, with contact information, see pages six and seven of this guide. The speaker should be able to present on a relevant, timely, and regionally appropriate area of traffic safety. Other acceptable speakers include motivational or professional development presenters.

Once your network has selected a speaker or speakers, one member of the network should contact the speaker to gauge interest and availability. Once the speaker has agreed to attend your meeting, provide the information to the executive board as soon as possible.

One member of the executive board should be the single point of contact for the guest speaker. It is suggested each member of the board handle the guest speaker for one meeting per year.

This board member should provide a reminder call or email to the guest speaker one month before the meeting to provide time for the speaker to prepare their presentation or to find a replacement if that speaker is no longer available.

This board member must also inquire about any audio and/or visual or other special equipment needs a speaker may have and provide that information to the venue in order to accommodate the speakers needs.

Agenda Ideas

- AAA Priorities
 - Gary Bubar, AAA, (313) 336-0974, gtbubar@AAAmichigan.gov,
- Cable Barriers
 - Carlos Torres, MDOT, (517) 335-2852, torresc@michigan.gov
- Crash Data 101
 - Alicia Sledge, OHSP, (517) 241-1505, sledgea@michigan.gov
 - Patrick Bowman, UMTRI, (734) 763-3462, bowmanp@umich.edu
 - Prabha Narayanaswamy, UMTRI, (734) 764-7900, prabhans@umich.edu
 - Michigan Traffic Crash Facts website
- Crime vs. Crash Study
 - Alicia Sledge, OHSP, (517) 241-1505, sledgea@michigan.gov
 - Charlotte Kilvington, OHSP, (517) 241-2582, Kilvingtonc@michigan.gov
- Department of Natural Resources
- Driving Simulator (Call one of the Coordinators in your area contained in the link below to schedule this presentation and demo)
http://www.michigan.gov/documents/msp/Copy_of_Simulator_Contact_List_489842_7.pdf
- Contact district lieutenant, Drug Recognition Expert Officers
 - Mike Harris, OHSP, (517) 241-2536, harrism13@michigan.gov
- Federal Highway Rule on High Visibility Clothing
 - Jim Gaus, MDOT, (517) 241-4188, gausj@michigan.gov
- Ignition Interlock Devices
 - Ken Stecker, Prosecuting Attorneys Association of Michigan (PAAM), (517) 334-6060, ext. 827, steckerk@michigan.gov
- Innovative Low Cost Fixes and Michigan's Local Safety Initiatives
 - Mark Bott, MDOT, (517) 335-2625, BottM@michigan.gov
- Innovative Pedestrian and Bicycle Safety Treatment
 - Carissa McQuiston, MDOT, (517) 335-2834, McQuistonC@michigan.gov
- Intelligent Transportation Systems
 - Steve Cook, MDOT, CookS9@michigan.gov (517)636-4094
- Intersection Safety- The Next Great Idea
 - Dave Morena, Federal Highway Administration, (517) 702-1836, david.morena@dot.gov
- Legal Update/Medical Marijuana Law and Repeat Offenders
 - Ken Stecker, PAAM, (517) 334-6060, ext. 827, steckerk@michigan.gov
- Legislative Update
 - Sgt. Tim Fitzgerald, MSP, (517) 241-0384, fitzgeraldt@michigan.gov

- Limousine/motor coach presentation,
 - Sgt. Tim Byrnes (517) 206-2312, byrnet@michigan.gov
- Low Speeds and Alternative Vehicles
- MADD Overview and Services
 - Tyler MacEachran, (248) 528-1745, tyler.maceachran@madd.org
- Motorcycle Safety
 - Dan Petterson, SMARTER USA, (231) 845-9589, danpetterson@yahoo.com
 - Joe Kelly, MDOS, (517) 373- 3791, kellyj1@michigan.gov
 - Chad Teachout, OHSP, (517) 241-2579, teachoutc@michigan.gov
- OHSP Priorities and Programming
 - Mike Prince, OHSP, (517) 241-1512, princem@michigan.gov
- Operation Lifesaver
 - Sam A. Crowl, State Coordinator, (248) 823-7037, samcrowl@comcast.net
- Our Aging Infrastructure: The Road Ahead
 - Gregg Brunner, MDOT, (989) 754-0878, brunnerg@michigan.gov
- Overview of Current and Upcoming Road Construction Projects
 - Local MDOT representative
- Roundabouts
 - Mark Bott, MDOT, (517) 335-2625, BottM@michigan.gov
- Setting Realistic Speed Limits
 - Lt. Gary Megge, MSP, (517) 241-0577, meggeg@michigan.gov
- Student Leadership Services
 - Local high school students make a presentation about school program and activities
- Teen Safety – Strive for a Safer Drive (S4SD)
- Linda Fech, OHSP, (517) 284-3063
- Texting and Driving
 - Ken Stecker, PAAM, (517) 334-6060, ext. 827, steckerk@michigan.gov
- Traffic Incident Management and Responder Safety
 - Angie Kremer, MDOT, (517) 241-4970, kremera@michigan.gov
- UD-10 Better Understanding of Crash Reporting Process
 - Trooper Scott Carlson, MSP, (517) 745-8794, carlsons1@michigan.gov
- University of Michigan Transportation Research Institute (UMTRI) Research Projects
 - Carol Flanagan, UMTRI, (734) 936-1102, cacf@umich.edu
- Using Social Media in Underage Drinking Enforcement
 - Dianne Perukel, OHSP, (517) 241-2565, perukeld@michigan.gov

- Winter Maintenance
 - Local Road Commission

Legislative Meetings

Each year, TSNs are encouraged to host a meeting and invite legislators from their area. The executive board is responsible for setting the date, meeting location, guest list, and making follow-up phone calls to legislators.

When selecting a meeting date, be sure to consider the following:

- If the meeting will be in the legislator's home district, it is best to schedule the meeting on a Monday or Friday.
- If the meeting will be in the Lansing area, it is best to schedule the meeting on a Tuesday, Wednesday, or Thursday as the legislators will be in Lansing for legislative session on those days.
- The legislature is normally in session year round, but typically adjourn for a few weeks in July and August as well as two weeks in November, the week between Christmas and New Years, and a week around Easter.

Once the executive board has selected a date, time, and location for the meeting, provide that information Gary Bubar at AAA so he can reconcile payment for the meal.

AAA will pay for a meal for attendees at the legislative meeting. When scheduling the meeting, determine if the meeting will be a breakfast or a luncheon and select an appropriate meeting facility.

Meetings can be conducted at a restaurant, provided they have a private space for the group, a banquet center, hotel, or other conference facility with an appropriately sized room for the expected number of attendees and catering capabilities. Meals may cost up to \$11.50 per person. The AAA TSN coordinator will assist in making arrangements for payment either at the location or after the meeting if paying by invoice.

One member of the executive board should be the point of contact for the meeting venue. This person will need to contact the venue and make a reservation for the estimated number of attendees. The venue may also require a pre-selected menu. The Board members should be sure to choose a variety of entrees, including a vegetarian option, as well as confirm the set up of the room and any special equipment that may be necessary.

Visit www.legislature.mi.gov to view a district map and a complete list of legislators along with their address and phone numbers. Use this map to create a guest list.

The TSN executive board must prepare and send legislative meeting invitations (see sample invitation on page ten of this guide). Invitations are sent through the mail and a member of the executive Board should follow up with a phone call to ensure the legislators and their staff is aware of the meeting. Be sure to include an RSVP deadline in the letter to ensure an accurate meal count.

A copy of the meeting agenda should be included with the invitation. The agenda should be robust and allow ample time for members to give updates to legislators as well as time for legislators to present if they wish.

The agenda should be provided to the membership no less than one month before the meeting. Members must RSVP to attend the legislative meeting.

Once the RSVP deadline has passed, the board should follow up with any invited legislators who have not responded and encourage them to attend.

Follow up with the selected location to provide a guaranteed final count on the meal and confirm the menu and other set-up details. It is recommended to have a head table to seat legislators and the chair/vice-chair along with a podium for speakers to use.

On the day of the meeting, the executive board should arrive early to ensure the meeting room is set correctly and greet legislators as they arrive.

Invitation Template for Legislative Meeting

[DATE]

[LEGISLATOR NAME]
[ADDRESS]
[CITY, STATE, ZIP]

Dear [LEGISLATOR'S LAST NAME]:

On behalf of the [INSERT NETWORK NAME], you are cordially invited to attend our annual legislative meeting. This Traffic Safety Network is made up of individuals in all fields of local traffic safety including law enforcement, emergency responders, student transportation, local transit, and federal, state, county, and local government officials, and engineers.

This network serves [INSERT LIST OF COUNTIES]. The group meets quarterly to discuss local traffic safety issues with support from AAA Michigan and the Michigan Office of Highway Safety Planning.

The legislative meeting will be [DATE], [TIME], at [LOCATION AND ADDRESS]. [INDICATE IF BREAKFAST OR LUNCH WILL BE SERVED] will be served.

All legislators from [INSERT REGION OF THE STATE] Michigan have been invited to attend and participate in discussion of current legislative issues related to traffic safety.

During this meeting you will be given the opportunity to address the group, provide an update regarding your current initiatives, and ask and answer questions. The meeting agenda is enclosed.

We look forward to your participation in this informal discussion of traffic safety issues with our diverse and committed network of professionals.

Please feel free to bring members of your staff to this meeting and to follow up with any questions. To RSVP for this meeting, please send a reply to [INSERT CONTACT NAME] by [INSERT DEADLINE DATE NO LESS THAN TWO WEEKS PRIOR TO MEETING DATE]. I will follow up by phone before the meeting.

Sincerely,

[EXECUTIVE BOARD MEMBER ORGANIZING MEETING, INCLUDE PHONE NUMBER AND/OR E-MAIL INFO]
Enclosures



**[INSERT NETWORK NAME] TRAFFIC SAFETY NETWORK MEETING
LEGISLATIVE [BREAKFAST OR LUNCHEON]**

**[DATE]
[TIME]**

**[LOCATION, BE SURE TO INCLUDE COMPLETE ADDRESS AND ROOM NAME OR NUMBER IF
APPLICABLE]**



Welcome and Introductions

**[INSERT CHAIR NAME]
[INSERT VICE-CHAIR NAME]
[ANY OTHER EXECUTIVE BOARD MEMBERS AND/OR SPEAKERS IN ATTENDANCE]**

State legislators from the **[INSERT AREA OF THE STATE, i.e. CENTRAL, WEST, ETC.]** Michigan region have been invited to attend and participate. Discussion will consist of current legislative issues related to traffic safety.

Topics likely to be discussed: **[LIST TOPICS OF LOCAL IMPORTANCE TO NETWORK, EXAMPLES INCLUDE:]**

- Law Enforcement Information Network (LEIN)
- Teen graduated licensing
- Motorcycle helmet legislation status
- 85th Percentile speed limit establishment
- Safety seat/booster seat legislation feedback
- Truck safety legislation
- Cell phone usage/text messaging legislation status

**[For information on traffic safety related legislation in Michigan, search
<http://michiganlegislature.org>]**

Tips for Effective Meetings

Getting a group of people together can be both rewarding and challenging. Some members of the Board may come in with agendas and ideas, while others may prefer to sit in the back. The information below may be helpful to the executive Board in ensuring Board members are getting the full networking and informational benefit out of each meeting.

Running an effective meeting

- Set a firm agenda and be sure all network members receive a copy.
- Make the meetings enticing. Be sure to schedule a variety of interesting speakers, tours, and activities to make attending the meetings beneficial to members. A robust agenda will help members receive approval from their supervisors to attend.
- Make the meeting interactive by including everyone that attends – include time for a roundtable discussion so everyone can provide an update on their organization's latest news.
- Start and end the meetings on time.
- If the flow of information is one-way, send an e-mail instead.
- If members have facts, data, or reports to share, encourage them to distribute those items before the meeting so members have a chance to review and familiarize themselves with the information before the meeting.
- Be local, be accurate, and be proactive.

Oftentimes in traffic safety, problems can be misunderstood or overstated, especially when people use the phrases, "I see people speeding all the time" or "That's a bad intersection." When people do initiate discussions like this, ask them if they would like OHSP to provide data. Gather and distribute the data to the group as quickly as possible. Be sure to validate their concern when they're talking about it and look at the issue from a local perspective. If the collected data does not support the issue they're describing, try to offer resources and guidance to empower the local partners to work together and make changes to fix the problem.

What NOT to do at meetings

- Make sure the roundtable updates are discussions, not just a distribution of facts.
- Don't let people be silent participants. Below are some ice breakers and questions to get people talking.
- If members are still not willing to participate, speak to them about the meetings privately and ask if they are getting what they need out of the meetings. Ask them if there something they might be able to provide to the group to feel more included.

Getting to know you

- How long have you been in this job?
- What is the best part of your job?
- What is the most challenging part of your job?
- What makes your job significant?

- What are the most interesting projects that you are working on right now?
- What are you most excited about now?
- What's been your most favorite place to live?
- What brings you here today? What do you hope to gain from participating?

Group questions

It is suggested that these questions be asked of the group, either at the beginning of the year or over the course of several meetings.

- If you could add one person to this network, who would it be and why?
- What are the roadblocks to getting that person on board?
- What would you say are the three greatest strengths or assets of this network? How can we maximize them?
- Where would you like to see this network be in a year? What do you see us doing?

Problem solving/Brainstorming

- In a single sentence, what problem is this group seeking to solve?
- What has led up to this problem? Tell us the back story.
- Have you been in this place before? What is similar or different from that time and now?
- What is one thing that would move your organization (or project) to the next level that you currently lack?
- What will make a difference that is lasting versus a solution that is temporary?
- If we had unlimited resources, (time, personnel, funding) what changes would we make in this project (problem area, community, county).
- Since we don't have unlimited resources, what part of this solution could we still make happen?
- What three issues or roadblocks can keep us from accomplishing this goal?
- If we did not do what we are planning to do, what would happen in one year? (Five or ten years?)
- Which options would you like to pursue?
- How can we make that goal measurable?
- Let's turn this goal into several action steps. Let's list the tasks needed to accomplish this goal.
- How can the goal or timetable be changed to make this achievable?
- What exactly will you do?
- When will that step be completed?
- How will we know when we've reached the goal?
- How will we celebrate when the goal is reached?

Keeping them talking

- You spoke about _____ and how it worked for your agency. Tell us more about that.
- What kind of support do you need that you aren't getting?
- How long have you been frustrated with the way this project is going? How can we help?

Consider asking each Board member to fill out a short form at the beginning of the meeting, which may help foster conversation later during roundtable discussions. These forms may also be helpful in determining future agenda items and speakers.

Agency report example

- Name:

- Agency:
- Tell us about two or three projects or activities you or your agency is working on:
- One traffic safety issue that seems to be a problem in our network area is:

Meeting Meals and Reimbursement Requirements

AAA Michigan-Sponsored Meeting Meals

AAA Michigan will sponsor up to two meeting meals per year for each TSN. One of those meetings can be with local legislative representatives. Additional legislative meeting information is available on page eight of this guide. TSNs have these two meal options:

1. A continental breakfast meeting meal with a per person price limit of \$6 that consists of beverages such as coffee, tea, juice or water along with foods such as bagels, donuts, fruit and yogurt.
2. Lunch meeting meal with per person meal price limit of \$11.50 including gratuity.

The TSN executive board is responsible for confirming the date and location with AAA Michigan, placing the meal order with a vendor who accepts charge cards, confirming the order payment with the AAA Michigan prior to the meeting and coordinating the delivery of the order to the meeting site. Following the meeting, a copy of the meal payment receipt and meeting sign-in sheet must be emailed to AAA Michigan.

OHSP-Sponsored Meeting Meals

OHSP will sponsor up to two lunch meeting meals per year for each TSN. Meeting agendas should include at least one non-TSN member speaker and be submitted your designated OHSP Coordinator at least one month prior to the meeting to receive approval for a meal to be purchased.

The facility or vendor supplying lunch must be registered with the State of Michigan's accounting system. If not already registered, registration can be completed prior to the meeting by filling out a W-9 form (located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) and submitting the form to dmb-vendor@michigan.gov or by registering online at http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.

Vendor registration with the State of Michigan should be completed eight weeks prior to the meeting.

The per person meal price limit is \$11.50 including gratuity.

Please request a government menu from the facility and vendors.

Following the meeting, submit a copy of the invoice along with a copy of the sign-in sheet to the OHSP TSN Coordinator by faxing to (517) 241-2501.

The State of Michigan is not permitted to pay via credit card or by check in advance of an event. The venue must provide an invoice once services are rendered.

Important Dates for 2016

March 2016

March 16-April 4 *Drive Sober or Get Pulled Over* enforcement effort

March 22-24 Michigan Traffic Safety Summit

April 2016

National Distracted Driving Awareness Month

April 29-30 Pedestrian and Bicyclist Safety Conference

May 2016

Summer of Safety campaign launch

Motorcycle Safety Awareness Month

National Bike Month

May 20 National Bike to Work Day

May 23-June 5 *Click It or Ticket* enforcement effort

May 25-26 Michigan Child Passenger Safety Conference

July 2016

July 1-4 Designate a sober driver effort

August 2016

August 18-September 5 *Drive Sober or Get Pulled Over* enforcement effort

September 2016

September 18-24 National Child Passenger Safety Week

September 24

National Seat Check Saturday

October 2016

October 16-22

National Teen Driver Safety Week